

**Liverpool Hope Students’ Union**

**Student Trustee Appointments**

Liverpool Hope Students’ Union (LHSU) is a charity focussed on enhancing students’ lives at the Liverpool Hope University.

We have vacancies on our Trustee Board for three students who would like to help drive the organisation forward over the next twelve months by providing us with leadership, strategic thinking, and operational excellence drawn from their own personal experience.

Any student who is studying at the University during the 2017/18 academic year is eligible to apply, and we would particularly welcome applications from Postgraduates, Part time students, Mature Students, BME students and International Students. However, anyone can apply, and all your experience is relevant experience – the key element is that you are a student and would like to help the Union enhance students’ lives.

This is an excellent opportunity to contribute to a vibrant, forward thinking organisation and to make an impact on the lives of all Hope students.

**What Skills and Knowledge will you get from being a trustee?**

* Organisational management and experience of governance
* Performance Management
* Management of General business activities and income generation
* Human resources, people management and organisational development
* Policy knowledge of Higher Education and Students’ Unions in particular
* Strategic planning
* Legal knowledge and company/charity law

**What is a Trustee?**

Liverpool Hope Students’ Union is a charity and therefore has a governing body called the Board of Trustees. Trustees have ultimate responsibility for the Union’s management, administration, governance (how the Union is structured), budget and strategy.

Being a Trustee is an incredibly rewarding experience, but also one which comes with significant responsibility. Trustees are expected to be aware of and act in accordance with charity law, and holding office as a trustee makes you personally responsible for ensuring the students’ union’s actions are lawful and not financially reckless.

As a democratic charity, almost all decisions in regard to Liverpool Hope Students’ Union are made by members at our three forums: Hope in the Union, Hope in Community and Hope in the University. However, **decisions** regarding the **legality** of the Students’ Union’s actions, staffing matters, many financial matters are ultimately overseen and enacted by the Board of Trustees. It is therefore incredibly important that we have the voices of current students on it.

**Role Specification**

**Role:** Student Trustee

**Responsible to:** Trustee Board Chair

**Role Purpose:** To ensure the financial and legal compliance of the union, create clear strategy and an operational structure which facilitates the objects of the constitution and political will of members.

*Trustees are essential to the wellbeing and effectiveness of Liverpool Hope Students’ Union. Trustees are responsible for ensuring that an organisation has a clear strategy, that it remains true to its original vision, and that it complies with all necessary rules and legal obligations.*

**The statutory duties of a trustee**

1. To ensure that Liverpool Hope Students’ Union complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that Liverpool Hope Students’ Union pursues its objects as defined in its Constitution.
3. To ensure Liverpool Hope Students’ Union uses its resources exclusively and appropriately in pursuance of its objects: the Union must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the board of trustees’ role in giving firm strategic direction to Liverpool Hope Students’ Union, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of Liverpool Hope Students’ Union.
6. To ensure the effective and efficient administration of Liverpool Hope Students’ Union.
7. To ensure the financial stability of Liverpool Hope Students’ Union.
8. To protect and manage the property of Liverpool Hope Students’ Union and to ensure the proper investment of its funds.
9. Appoint the General Manager and support them in setting their own targets and objectives; to monitor their performance against these targets.

**Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Chairing or sitting on a relevant sub committee
* Other issues in which the trustee has special expertise

**Skills and experience**

The core skills expected of all trustees are:

1. Commitment to the Students’ Union.

2. Willingness and ability to devote the necessary time and effort.

3. Strategic vision.

4. Able to exercise and take decisions with independent care and judgement.

5. Ability to think creatively.

6. Willingness to speak their mind.

7. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

8. Ability to work effectively as a member of a team.

9. A commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Selection Process**

Applications Open – 13th December 2017

Applications Close – 19th January 2018 12 Noon

Interviews – 23 January 2018

Induction – 29th January 2018

To submit an application to be considered as a trustee of the Students’ Union, please send a copy of your CV together with a statement clearly setting out how you believe your skills and experience match those outlined in section (c) above. Please send you completed CV and statement to Jack Johnson , the Union President via email ([pres@hope.ac.uk](mailto:pres@hope.ac.uk)) or in the post to the following address:

Liverpool Hope Students’ Union

Hope Park,

Taggart Avenue,

L16 9JD

If you would like to know more about being a Trustee at Liverpool Hope SU please contact Jack Johnson Chair of the Board [pres@hope.ac.uk](mailto:pres@hope.ac.uk)

To find out more about the role of a trustee and some of the benefits involved you may like to have a look at the websites below:

[www.getonboard.org.uk](http://www.getonboard.org.uk)

[www.charitycommission.gov.uk/publications/cc3.asp](http://www.charitycommission.gov.uk/publications/cc3.asp)